Indiana University
Copenhagen Publishing System
School of Health, Physical Education, and Recreation -- User Manual
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Initial Setup

You need to have the java plug-in available from [http://www.indiana.edu/~vpurit/copenhagen.shtml] installed in order to view and edit body of the message. You need administrative rights to the computer in order to install the plug-in. Please add the following parameter to your java plug-in:
Start => Settings => Java Plug-in => Advanced => Java Runtime Parameters field:
-Djava.security.policy=http://newsinfo.iu.edu/policy/mrps.policy

Note: You may need to uninstall other Java Plug-ins and JREs from the control panel to ensure plug-in works correctly.

Log in

Open browser, go to:
https://info.iu.edu/admin/
Enter your username and password to log in.

Loading a Photo

1. Choose the **Assets folder** from the left **Navigator** pane.
2. At the top of the page, you will see the command New Asset. Select **New Asset**.
3. The **New Image dialog box** opens.
4. Enter the required information: **Slug**, **Title**, and **Folder**. Use **HPER** Folder. Select **Save** to save this information.
5. In **Files** area, you need to enter the information about the image. You have three options—**Web Ready Image, Teaser Image** (known as a thumbnail image), or **Print Ready Image**. You can make the same photo available in all three formats or choose just one. It is recommended that at all photos contain at least a thumbnail and web version.
6. To upload the photo, go to the **Upload a File area**. Select **Browse…** to obtain the image.
7. Once you have uploaded the image, you can fill in options for alignment, padding, ALT text, and a caption.
8. Select **Save** to save this information.
9. Click check-in, change status to **Published,** click save.

Note: You can preview the photos loaded into the HPER at:
http://newsinfo.iu.edu/cat/page/normal/341.html
Other faculty photos can be previewed at:
http://newsinfo.iu.edu/cat/page/normal/316.html

Photo Specifications

The following photo specifications are recommended:
Web Ready Image (vertical and horizontal): **185** pixels wide (max), 72 dpi
Teaser Image (Thumbnail): **55** pixels (required) x 66 pixels (recommended), 72 dpi, with a single pixel black border
Print Ready Image: 900 pixels x 1500 pixels (3 in. x 5 in.), 300 dpi minimum (recommended). JPG format only.

Creating/Editing Faculty Information

1. In the **Navigator Pane** on the left side of the Copenhagen screen, select the **Persons** folder. The **Persons** folder is where all the faculty profiles are stored.
2. To find an existing faculty member use the following search parameters (Show **All, Checked in or Out, Any Status, Any Person Type** (or pick **HPER Faculty**), in **Any Issue** where **Last Name** contains: (enter last name). You may also enter the person ID using the where **URL** contains parameter.
3. Once you find a faculty member single click on the profile, click **Edit**
4. To enter a new faculty click on the **New** Person button at the top of the screen. This will open the **Page Editor** window.
5. Select **HPER faculty** as page type.
6. In the **Name, Title and Body** section, enter information about the faculty. The **First Name**, and **Last Name** are required (required fields are red).
7. In the **Contact Information** section, enter faculty's contact information, including home and work addresses, phone number(s) and e-mail address(es). You are required to provide at least a work phone number and e-mail address for the faculty.
8. Click **Save**
9. So select HPER as author, right click on the page, click **reload.** This should refresh the list of publishers for the HPER faculty page type. Select yourself as the publisher, click **save**.
10. In the **Educational Background** section, enter faculty's educational background information.
11. The **Contacts** section is where you enter information about external contacts related to the faculty. For example, if there is a media relations writer who handles contact with this faculty, enter the writer's information here.
12. In the **Keywords & Links** section, enter keywords about faculty's research interests. Keywords will help search for the faculty. The keywords will be labeled as **Interests** on University Communications faculty page, and will be added as metadata to HPER's faculty profile. You may also enter Related Links in the **Related Links** table (Faculty Web site etc.).
13. **Publication Information** section is where you enter information about where the faculty will appear on the Web site and in which presentation templates. Leave this section with the default settings.
14. Faculty can be associated with groups and topics. Make sure that HPER, and all relevant departments are checked (this is what causes the faculty to display on info.hper.indiana.edu). You may specify additional **Related Groups** (university affiliations) and/or Areas of Expertise by checking **Related Topics** . Enter the title the faculty holds for each group, and/or enter the primary title in the **Primary Title** field.
15. Click **Save** to save the information you've entered.
16. Click **Contact** to go to the Contact dialog box and enter the faculty's contact information.
17. In the **Body** section enter faculty biography.
18. In **Teaser** area enter the following information:
    a. Use **Name** for **Teaser Titles**
    b. Enter a thumbnail photo, and a brief Teaser in **Teaser 1** body. Make sure to associate a thumbnail photo which has a web version loaded. This is needed in order to add the faculty member to rotation (see managing rotating faculty section)
    c. Do not change **Teaser 2** info. This is managed by Media Relations
    d. In **Teaser 3** body enter Publications
    e. In **Teaser 4** is designated for faculty quotes, leave blank
    f. In **Tesear 5** enter courses recently taught
19. You can add faculty's photo (web version) in the **Body** section and the thumbnail photo in **Teaser 1** section. To add a photo, use the Body or Teaser editor boxes (select the **Pencil Icon**) and use the **+ image…** command from the **Insert** menu. Teaser 1 photo will appear in the faculty index pages.

20. The **Image Chooser dialog box** opens.
    a. In the **Preview** area, review your image choices. All available images are loaded into the Image Database. Images are organized by folders.
    b. In the **Text** area, you enter caption information and title information for your image.
    c. In the **Dimensions** area, you enter the height and width of the image. If **Preserve Aspect Ratio** is selected, your image will automatically be scaled to the correct proportions. If you want vertical or horizontal padding around the image, fill in the amount in the **V. Space** and **H. Space** boxes.
    d. In the **Alignment** area, choose whether you want your image to align to the left, center, or right of your news story body.
    e. In the **Layout** area, choose whether you want your image to appear with text wrapping around it (**In Line**) or without text wrapping (**Standalone**).
21. Click **Save** to save your faculty. Click **Close** to exit. Your faculty will appear in the list of published faculty.

Note to editors: To find all **Proposed** faculty bios, in the **Show** menu of the Copenhagen screen, click on **Checked In or Out** in the first drop-down list, **Proposed** in the second drop-down list, **HPER faculty** in the third drop-down list, then click the **Go** button.

Inserting an Image

1. To open a faculty profile, double-click on it. This will open the **Page Editor** window.
2. In the **Headline** field in the **Body** table, select the **Pencil Icon**. This will open the **Composer** window.
3. In the body, move your cursor to the point where you want to insert the image. From the **Insert** menu, select the **+ image…** command.
4. The **Image Chooser** dialog box will open.
    a. In the **Image Finder** area, click on various items in the **Category** box to review your image choices. All available images are loaded into the **Image Database**.
    b. In the **Text** area, enter **Caption** information and **Title** information for your image.
    c. In the **Dimensions** area, enter the height and width of the image. If **Preserve Aspect Ratio** is selected, your image will automatically be scaled to the correct proportions. If you want vertical or horizontal padding around the image, fill in the desired pixel amount in the **V. Space** and **H. Space** boxes.
    d. In the **Alignment** area, choose whether you want your image to align to the left, center, or right of your news story body. Left is the recommended default.
    e. In the **Layout** area, choose whether you want your image to appear with text wrapping around it (**In Line**) or without text wrapping (**Standalone**).
5. Click the **OK** button to add your image to the news release.
6. The image alignment will not preview correctly in the **Composer** window. To preview the news release, **Save** and **Close** the **Composer** window, then **Save** and **Check In** the news release. Then click on the **Check-In** button at the top of the Copenhagen screen.

Managing Rotating Faculty

1. Log in under the **HPER** account
2. In the **Navigator Pane** of the Copenhagen screen, click on the **Distribution** folder.
3. Click on the **Browse External Clients** link

4. In the **External Client** window click **Edit** => **hper faculty**
5. In the **Description** field you will find contact information, and guidelines for news feed distribution. **CTRL+ click** on **teaser 1** to add faculty to the rotation. You will see a listing of **Faculty Experts,** and **HPER Faculty** "person types" in the listing.
6. A faculty member will be selected at random. Anytime the client script is run on the HPER server. Currently this occurs once a day.

Troubleshooting

Additional Help: You can see on screen help by clicking the **help icon where available**

Copy/paste:

- If you are working on a home computer, you will need to add the following parameter to your **Start => Settings => Java Plug-in => Advanced => Java Runtime Parameters** field:
  -Djava.security.policy=http://newsinfo.iu.edu/policy/mrps.policy
- If the copy/paste functionality stops working, try to copy and paste some text from the java **composer window** to the same java composer window. On your next try copy/paste from your browser or MS Word to the composer will work again.

Mixed Content Warning

- If you do not wish to see the **mixed content** alert in Internet Explorer, you must enable mixed content by clicking **Tools => Internet Options => Security => Custom Level =>** and under **Display Mixed Content** (in middle of the list under the **Miscellaneous** heading) click **Enable**.